

Functional Resume Format

NAME

E-mail address (optional)

Street Address • City, State Zip • Phone

JOB OBJECTIVE

Position you are seeking

SUMMARY OF QUALIFICATIONS (optional)

- Years of experience in the field related to your job objective
- Certifications/Licenses related to your job objective
- Overall work accomplishment relevant to your job objective
- Something about your personal work style
- Security clearance if applicable

MAJOR SKILL (begin with an action word, quantify or qualify where possible)

- Something you did using that skill
- Something you did using that skill
- Something you did using that skill

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WORK HISTORY

Job Title	Employer Name, City and State	19xx-present
Job Title	Employer Name, City and State	19xx-19xx
Job Title	Employer Name, City and State	19xx-19xx

EDUCATION

Degree, Major, date (optional), University or College, City, State

PROFESSIONAL DEVELOPMENT (related to your job objective)

Military training, vocational training, seminars, workshops...